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UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION
WASHINGTON 25, D. C. 1952

U. S. DEPARTMENT OF AGRICULTURE

November 7, 1951

TELEPHONE ENGINEERING MEMORANDUM 530

SUBJECT: Engineer's Weekly Progress Report of Telephone Construction
and Engineering Services - REA Form DS-T-20

It is essential that the construction of REA-financed telephone systems be economically and expeditiously accomplished. It is the responsibility of the borrower's engineer to see that the construction of the various components of the system are properly coordinated. It has been determined from experience that the most effective way to accomplish this is for the engineer to prepare an estimated construction schedule and to maintain an accumulative weekly record of the progress of the construction and of the engineering services performed by him in connection with the construction of the system.

The Engineer's Weekly Progress Report of Telephone Construction and Engineering Services, REA Form DS-T-20, is to be used for reporting the progress of telephone construction and engineering services. This report shall be prepared by the borrower's engineer each Friday night and the copies distributed in accordance with the instructions on the form.

Line 1 of the schedule of construction (Part III) on the reverse side of the form is to be completed and distributed at the commencement of staking. Prior to the commencement of construction, lines 2 to 10 inclusive of Part III are to be completed and the estimated construction schedule signed by the borrower's engineer and by the contractor if the construction is by contract, or by the borrower's manager if the construction is by force account. If the completion date is extended, a revised schedule shall be prepared and signed as indicated above. These are the only times this side of the form need be filled out and distributed.

The borrower's engineer will fill in the information requested on the front of REA Form DS-T-20 and distribute the report each week from the commencement of staking until the final inventory documents are submitted to the REA field engineer. Each report must have the signature of the borrower's engineer. From the commencement of construction until the construction is physically completed each report must also be signed by the contractor if the construction is by contract, or by the borrower's manager if the construction is by force account.

Copies of Engineer's Weekly Progress Report of Telephone Construction and Engineering Services, REA Form DS-T-20, may be obtained from REA upon request.

J. K. O'Shaughnessy
J. K. O'Shaughnessy
Chief, Engineering Division

1914

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